

**SUMMARY OF THE  
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING  
October 2, 2002**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, October 2, 2002, at 11 a.m. Eastern Daylight Time (EDT). Chairperson Dr. Kenneth Jackson of the New York State Department of Health led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to address items of importance as identified in the committee's previously distributed agenda.*

**INTRODUCTION**

Dr. Jackson reviewed the minutes from the previous teleconference of September 4, 2002. They were approved as amended.

**AGENDA ITEMS**

**Modification to the Constitution and Bylaws**

Dr. Jackson led a discussion of the changes to the duties of the NELAC Director and Executive Secretary in the Constitution and Bylaws that were requested by Mr. Henry Longest II of the U.S. Environmental Protection Agency (EPA). The committee agreed to submit proposed changes.

**Program Policy and Structure (Chapter 1)**

Dr. Jackson led the discussion of the changes drafted by Mr. Joseph Aiello for Chapter 1 to accommodate the conversion of NELAC to a standards adoption body, which included wording and structure. Dr. Jackson will refine the proposed changes and circulate them to the committee via email by the next teleconference. The committee also discussed proposing that other committees review their chapters to retain language only of a standard. Dr. Jackson will draft a guideline of standards for other committees to use with their reviews.

**Glossary Definitions**

Mr. Gary Bennett stated that he received proposed glossary changes from the On-site Assessment, Quality Systems, and Field Activities committees. They will be circulated and submitted for publication and discussion at the Eighth NELAC Interim Meeting (NELAC 8i).

**NEXT TELECONFERENCE**

The next scheduled teleconference is Wednesday, October 30, 2002 at 11 a.m. Eastern Standard Time (EST).

**ADJOURNMENT**

With no further business to discuss, the meeting adjourned at 12:30 p.m. EDT.

**ACTION ITEMS  
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING  
OCTOBER 2, 2002**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Dr. Jackson will submit the proposed changes to the Constitution and Bylaws for NELAC 8i.	10/11/02
2.	Dr. Jackson will draft a guideline of standards for use by other committees and circulate it to the committee.	10/30/02
3.	Dr. Jackson will refine Chapter 1 and circulate it to the committee.	10/30/02

**PARTICIPANTS  
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING  
OCTOBER 2, 2002**

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